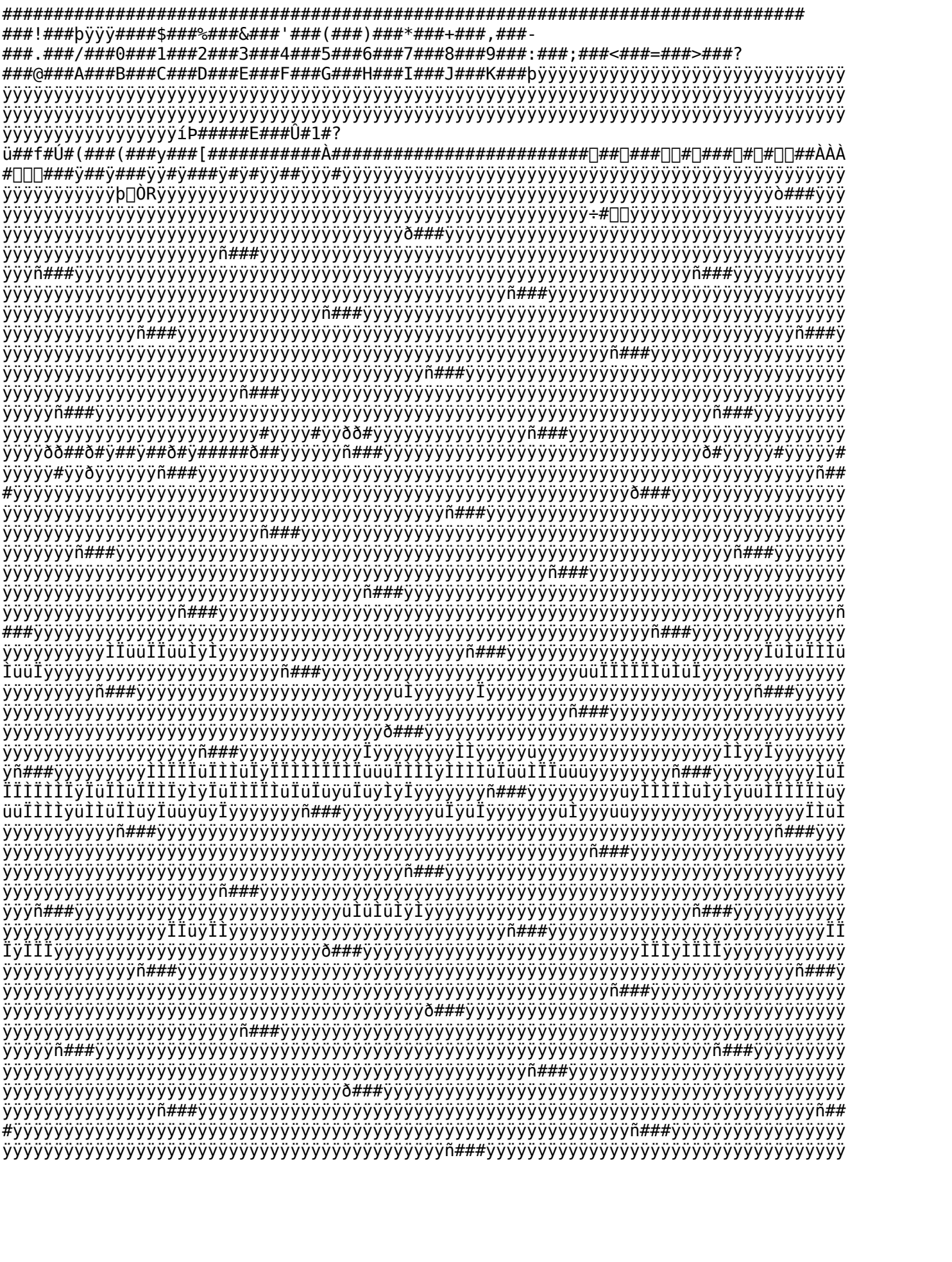

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Ask everyone to sign in.-- Tell audience that questions are welcome at anytime. #
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These are the topics that will be covered in this briefing: - The authority for committing to SQA activities. - CMM requirements for SQA and Peer Reviews. - SQA in the DSDC organizational flow. - SQA Plans for projects. - The value of quality - Responsibilities of SQA analyst of Project Manager.

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The SQA Policy letter is in Tab B of The Software Development Project Guide (the Blue Book).It makes the following points: - That SQA is applicable to DSDC software development projects. - A SQA analyst will perform SQA activities on the project throughout the project□s life cycle. - A SQA analyst will maintain close working relationships with the project teams. - And, other points for implementing an SQA program. ÿ

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ú##ù#ÿÿ ###ÿÿ#####ÿþ#ÿÿd#########d#########S###Independent of developmentSQA
activities for a project are plannedSQA Plan is developed by PM and SQA Compliance
to standards/procedures is verifiedTeams and management are informed of  findings
Deviations are recorded and trackedSQA□s activities  & results are reviewed by
senior managementSQA is audited by independent group(SEPG)#
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The focus of this session is the SQA group and its activities. These activities are the CMM requirements for SQA.

INDEPENDENT - SQA is not involved in the development of the work project.

SQA PLAN - The plan defines SQA costs, schedules, and responsibilities.

COMPLIANCE VERIFIED - SQA uses the DSDC 5000 book (the Blue Book).

INFORMED - Following every review, findings reports are presented to the team and management. This is then rolled up and presented at the Command IPR.

DEVIATIONS - Deviations are three types:

- Issue defines what is being worked on within the project team before escalating.
- Deviations explains what cannot be resolved with in the team and is escalated beyond the project manager.
- Noncompliance issue is an unresolved deviation presented to the ESG or the Executive Director.

REVIEWS - Covering a review, SQA:

- Observes the project.
- Evaluates the facts that point to deviations.
- Tests or checks certain criteria.
- Verifies the results
- Reports to management the results.ÿ

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ù#ÿÿ$###ÿÿ#####ÿþ#ÿÿd#########d#########☐###Shall be: ☐ Planned and documented. ☐ Performed according to documented procedure(s). ☐ Defects identified and removed.

###ÿÿ#####ÿ#ÿÿd#########d#########s###The focus of this session is on peer reviews.DEFINITION - Peer means to meet with fellow workers to inspect a product without the involvement of supervisors.PLANNED/DOCUMENTED- The procedure is located in the DSDC 5000, Tab H, Encl 4. Enclosure 4.0 covers inspections and enclosure 4.1 covers structured walkthroughs.DEFECTS IDENTIFIED, DOCUMENTED, AND TRACKED - The defects identified and removed are recorded on an
Inspection Summary Report with elements for: - Project Name - SCR Number - Work Products Inspected - Hours Expended - Revisions Required - And other important elements. These elements are calculated for presentation at DSDC SQA IPRs on a quarterly basis. #

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#############ÿ□#ÿÿd#########d#########ì###At the moment, here is how the organization is structured.SQA can be found under the Directorate of Product Assurance and Service Review.This fulfills the requirement that SQA should be independent of the development organizations.

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###2##□###õTû#□##############ÿ.###d#########d#############  Responsibility &
Authority of SQA  Resource Requirements for SQA  SQA Participation in establishing
plans  Documentation SQA is Required to Produce  Product & Process Evaluations to
be done by           SQA  Reviews conducted by SQA   Method & Frequency of
Feedback            #
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These are the CMM requirements for an SQA Plan. Tab H shows you the SQA Plan Template and sample of SQA Project Task Matrix.Our SQA Plan also fulfills the requirements of US 12-207, known as the MILSTD 498. RESOURCES - The plan documents the SQA time budgeted and personnel. PLAN PARTICIPATION - The reviews are conducted by the SQA analyst and the Project team. The results are reported to the project team.

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#ÿÿ####ÿÿ#####ÿ$#ÿÿd#########d#########^###Ensure compliance to standards &
procedures.Aide in project consultation.Report SQA results.
```

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Ensure compliance to standards and procedures are met by
using the DSDC 5000 book (the Blue Book).- Aide in project consultation to help
focus the project in the direction of total quality.
- Report SQA results by: - Monthly
forwarding or discussing the results found. - Rolling up metrics for
presentation at SQA IPRs. - When requested,
- Help trains on the Peer Review processes, which are
documented in Tab H, enclosures 4.0 and 4.1. -
Advise on Peer Review processes when asked. -
Collect Peer Review metrics on the conclusion of
each review session. . ÿ

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úH#0#ÿÿ####ÿÿ#####ÿ##ÿÿd#########d#########é###- Help meet the Capability Maturity Model - Provide visibility into the processes being used- Verify that the other Key Process Areas (KPA) are being implemented - Perform reviews of activities and work products to ensure compliance- Report deviations to team and managers- Work with managers to resolve deviations & noncompliance issues Quality assurance makes the problem visible so the problem (not the blame) can be fixed.

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ÿÿ####ÿÿ#####ÿ□#ÿÿd#########d#########±### These are the SQA responsibilitiesSQA observes and ensures projects are compliant: By reviewing the projects. By researching facts pointing to deviations. By ensuring the project is meeting or tailoring procedures documented in the DSDC 5000. By reporting results to management.SQA checks deeper into problem areas by reviewing artifacts and using the SQA Project Task Matrix, which is in Tab H, Enclosure 2.2, to ensure potential deviations represent true, value added issues. SQA verifies deviation errors at the lowest management level.SQA negotiates with the Project Manager or team on resolving the errors. If the deviation cannot be resolved at the lowest level, the issue is elevated to the next level of management. This could also involve several vertical line managers. For example, the deviation is in the Risk Management Procedure. This could involve two roles. First, a DSDC-R manager to ensure the function was properly trained and executed, within the project□s schedule. Second, a DSDC-M manager to schedule the risk activities on the WBS. The activities could cover the evaluation of the risk questionnaire, prioritization of the risk identified, development of contingency plans, and other tasks as outlined in the risk management process.Deviations are elevated in increments of 48 hours first to the team and the Product Director and next to the responsible Executive Director.ÿ

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Keep affected groups and individuals informed of SQA activities and   results-
Work to resolve issues with the   project team

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These are your Project Manager□s SQA responsibilities.The budget of SQA will be determined upon completion of SQA Plan   As SQA gains more experience with projects, SQA estimates will become more stable.Project issues are not personal. The issue can be worked out with individual team members or elevated to management.Issues that cannot be resolved at the lowest possible level are elevated. The project team is first given an opportunity to address the problem. The Product Directors are given an opportunity to address it. Once it is elevated to an Executive Director it becomes a non-compliance item and is reported as such to the ESG at the SQA IPR.#

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      ú□ÿ÷#c   ÿÿ####ÿÿ#####ÿ□#ÿÿd#########d#########Õ###To end this presentation, let me ask a few questions and receive your answers:1. Who is responsible for requesting a SQA Analyst be assigned to the project? (The Project Manager)2. Where is the policy for SQA located in the Blue Book? (Tab B)3. Where are the procedures for SQA located in the Blue Book?(Tab H)4. When is a deviation elevated to a non-compliance issue? (When it by passes action in a short amount of time.)5. Give one responsibility of the Project Manager relative to SQA?6. Give on responsibility of the SQA Analyst assigned to the project?7. What roll is responsible for verification of the other KPAs?(SQA analyst)8. Who trains, advises, and records peer review activities?(SQA analyst) e

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